

## Fort Bend County Job Description

Job Title:	Corporal	Job Code:	J11084
Department:	Sheriff's Office	Department Number:	5601
Supervisor:	Sergeant	FLSA Status:	NE
Supervises:	Deputy Sheriff	Job Grade:	11
SIP/DOT:	SIP	Policy Group:	LE

**Job Summary:** Responsible for performing assigned duties of the Division to ensure efficient operation and to provide assistance to Sheriff's Office and other agencies. Ensures compliance with state and federal laws. Participates in planning of programs, policies or objectives for own work group, department, and other agencies.

### Essential Duties and Responsibilities:

- May be assigned duties in Detention Division, Patrol Division, Bailiffs, Youth Programs and Field/Training Division.
- Maintain training records of deputies for future reference and to maintain compliance.
- Assigns new deputies to training officers and monitors training received.
- Performs regular duties to help provide law enforcement service to the public.
- Prepares and maintains reports as required by department.
- Investigates traffic accidents and criminal activities, files charges and makes arrests.
- Answers questions from the public; aids citizens in civil problems.
- Assigns duties of other employees; assists co-workers with their job duties.
- Assists with job performance evaluations; recommends promotion, transfers and assists with disciplinary action.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

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## Fort Bend County Job Description

Job Title: Corporal Job Code: J11084  
Department: Sheriff's Office Department Number: 5601

**NOTE:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### MINIMUM JOB REQUIREMENTS:

Knowledge: High School Diploma/GED and Basic TCLEOSE Peace Officer Certification

Experience: 4 years full time paid experience in a law enforcement agency performing peace officer, telecommunication, or correctional officer duties.

Skills and Abilities: Strong computer and typing, verbal and written communication, and organizational skills; Also strong interpersonal skills and ability to deal effectively with the public, other employees, and elected officials.

Special Requirements: Valid Driver's License. Must maintain all requirements to be licensed as a peace officer under TCLEOSE rules. When duty assignment is in Detention Bureau must obtain and maintain correctional officer certification per TCLEOSE rules (this is not a prerequisite to assignment, may be completed after assignment starts).

Essential Behavioral Expectations: Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

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## Fort Bend County Job Description

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Department: Sheriff's Office Department Number: 5601

Equipment Used:

Telephone	Firearm
Typewriter	Computer
Police Radio	Radar
Automobile	Police Baton
Fingerprint Kit	Oleoresin Capsicum Gas
Audio/Video Equipment	Intoxilizer
Camera	Key Map
Restraining Devices	

Contacts: Daily contact with co-workers, department employees, and the public in writing, in person and/or on the telephone to provide service and/or information; frequent contact with employees in other departments in person or on the telephone to provide service and/or information and to exchange routine information; occasional contact with regulatory agencies in person or on the telephone to exchange routine information.

Supervision Required: Uses independent judgment within established guidelines; needs assistance only for unusual, non-routine situations.

Physical Demands: Daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, reaching with hands or arms, sitting, talking and listening; occasional lifting of objects up to 100 pounds, climbing or balancing, standing and walking; frequent stooping, kneeling, crouching or crawling; close vision and the ability to adjust focus.

Work Environment: Work is performed primarily in a climate-controlled private office area open to other employees; may be in a crowded area. Job requires exposure to fumes or airborne particles; toxic or caustic chemicals and outdoor weather conditions. Worker is subject to physical hazards from traffic and is subject to physical harm from citizens as the result of confrontations and/or use of deadly force. Workers is subject to serious hazards and infection from exposure to communicable disease, electrical shock; extreme temperatures. Noise level is moderate to very loud.

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Department: Sheriff's Office Department Number: 5601

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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